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FILE: 72-1

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Coordination	Justify	

REMARKS

#1 - FOR ACTION, AS APPROPRIATE

(FOR DIRECT RESPONSE WITH A DROP CY TO EO/DDA.)

SUSPENSE: 26 FEBRUARY 1985

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GSA FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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Services Oversight
Administration Office

Washington, DC 20405

February 7, 1985

DD/A Registry

85-014211

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

You were recently provided the Information Security Oversight Office's (ISOO) proposed inspection schedule for FY 1985. To supplement the previous correspondence, I am providing guidance on the major items ISOO will review during the course of its FY 1985 inspections. The review will concentrate on the following topics:

1. An extensive review of classified documents generated by your agency on an original or derivative basis to determine if they truly require classification and are properly marked. The analyst will also review classification guides and source documents when they are used as a basis for derivative classification. Discussions will be held with original and derivative classifiers.
2. Your security education program, to determine how it impacts on your classification activity and its strengths and weaknesses.
3. The safeguarding of national security information, including methods used to control the unauthorized disclosure of classified information and agency self-inspection programs.

In conjunction with ISOO's inspection, Mr. Mason will require from your representative an itinerary for each scheduled inspection which should include the offices to be visited and the name, title, and telephone number of officials to be interviewed. If your agency has a number of activities or facilities that provide input into the annual ISOO statistical report, SF 311, Agency Information Security Program Data, please provide the ISOO analyst a copy of this information. The requirements may be met on the day of the inspection.

Thank you for your past and continued support of ISOO and
Executive Order 12356.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Garfinkel". The signature is fluid and cursive, with a large, sweeping "S" at the beginning and a long, horizontal stroke at the end.

STEVEN GARFINKEL
Director

cc: Mr. Anthony Frasketi